



Internal/External Job Posting

Full Time Non-Union Position

Supervisor of Planning and Regulations

Who we are

The Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Our team is made up of committed and passionate experts in their fields, including scientists, engineers, researchers, educators, stewards, planners, foresters, recreation experts and much more. Every day, we come to work to improve the health of the natural environment of the Grand River watershed for those who call it home or come to visit. We are a progressive team, dedicated to lifelong learning, collaboration and making a positive impact.

Who you are

You want to be part of an organization with an environmental goal. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve a shared goal, no matter their background or level of education and experience. You like problem solving, expanding your horizons and making even the smallest positive impact for your community and the planet.

Why work for us

At the GRCA, we don't just talk about work-life balance, we promote and encourage it. We offer flexible work hours, one day a week working from home, and wellness initiatives like onsite yoga and an Employee Assistance Program. Our team feels a connection to their work, each other and the community we serve, and when you're "at the office", you won't feel like you're "at the office." Our Administration Centre is located in a tucked away, natural oasis next to the Shade's Mills reservoir, where a walk or lunch at the picnic tables provides the opportunity to be immersed in nature.

We offer staff development plans and open doors to help advance your career. And our employees benefit from being part of the Ontario Municipal Employees Retirement System (OMERS), with 100% matching contributions from GRCA.

Overview of the Opportunity

Reporting to the Manager of Planning and Regulations Services, the Supervisor of Planning and Regulations is responsible for preparing recommendations to senior staff on applications under the *Conservation Authorities Act*, through the Prohibited Activities, Exemptions and Permits Regulation (Ontario Regulation 41/24). The position coordinates the Authority's response focusing on natural hazards to municipal planning matters, including applications under the *Planning Act*; projects under the *Environmental Assessment Act* and applications under other legislation. The position is responsible for building and maintaining working relationships with municipal and agency partners.

What You'll Do

- Supervise, design and implement the Planning and Regulations program of the Grand River Conservation Authority.
- Administer/supervise program, staff and budgets required to support the department.

- Work in co-operation with other supervisors in the department, Engineering, Water Resources and Conservation Lands to ensure consistent program delivery across the watershed.
- Establish and maintain working relationships with municipal, federal and provincial agencies, user groups, and private interests.
- Coordinate and present reports regarding the regulation and other planning matters to the General Membership.
- Coordinate appeals to the Ontario Land Tribunal as required.
- Coordinate a program to provide a statement of the Authority's position on specific applications and development proposals directed to the Authority by municipal, Provincial, and Federal agencies.
- Prioritize, direct and coordinate the investigation and prosecution of violations under the *Conservation Authorities Act*.
- Direct and manage contractual obligations with professionals (lawyers, consultants, etc.) who are hired to provide GRCA with advice on planning or regulatory matters.

Education

- Degree in Geography, Environmental Science, Planning or related discipline.
- Current designation as a Provincial Offences Officer or eligibility for designation. Eligible for membership in Ontario Professional Planners Institute.

Experience

- A minimum of 6 years work experience related to major job tasks including three years of supervisory experience.
- Strong and effective interpersonal and communications skills to supervise staff and program. Ability to liaise and negotiate with many different clients and groups. Ability to develop and maintain network of professional and client contacts is essential.
- Strong and effective organizational skills. Ability to prepare and administer budgets, work plans and reports. Ability to balance and coordinate many projects/demands at once is essential.
- Knowledge of relevant federal and provincial legislation, policy and guidelines such as the *Occupational Health and Safety Act*, the *Conservation Authorities Act*, the *Planning Act* and other environmental legislation.
- Knowledge of the *Provincial Offences Act*, court and legal procedures, and compliance and enforcement principles and practices.
- Ability to understand technical reports such as Environmental Impact Statements, Stormwater Management Reports, Subwatershed Plans, Geotechnical and Hydrogeological studies and relate them to current Policies and objectives.
- Ability to coach staff to ensure they conduct effective site visits, provide practical advice to project proponents, and make appropriate decisions.
- Satisfactory Criminal Record check for Provincial Offences Act Officer designation.
- Valid driver's license and ability to travel throughout the watershed.

Competencies:

Professional Judgement - demonstrated ability in the area of critical thinking, analysis and assessment of implications, making connections of underlying issues and the ownership of the outcome. Sound judgment resulting in fair, efficient and effective decision making, bringing clarity and resolution to complex and ambiguous situations. Ability to carry out skillful negotiations and interest based conflict resolution. Appropriately balances the interests of both internal and external stakeholders, when dealing with complex files.

Integrity/Ethics - the willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards. Maintaining impartiality, objectivity, confidentiality and fairness when dealing with employees, stakeholders and special interest groups.

Goal /Action Oriented - Does not shy away from challenges and seldom gives up, especially in the face of resistance, setbacks or change. Seizes opportunities; takes initiative and is self-motivated. Organize work, plan activities and set priorities in a manner that meets competing needs and timely resolution of matters. Maintains high level of productivity and self-direction. Demonstrated experience in Project Management with the ability to work under pressure and handle multiple tasks simultaneously with changing priorities. Achieving high standards of performance from others is important.

Team Work - Interacts with people effectively. Able and willing to share and receive information. The ability to gather facts and pertinent information to gain an understanding before drawing conclusions, taking action or resolving conflict. It involves active listening and comprehension of verbal and non-verbal signals to enhance understanding. Demonstrated ability to build partnerships with municipalities, business communities, partners and staff. Exceptional internal communications skills are needed for staff relations, working inter- departmentally with respect to resource planning matters and to provide support to other programs within GRCA.

Customer Focus - Dedicated to meeting the expectations and requirements of internal and external customers. Exceptional communication and negotiation skills to create, maintain and enhance relations with municipal partners, development industry, stakeholders etc.

Leadership - A high level of personal and professional excellence including the ability to align personal and organizational values. Demonstrated ability to be innovative, flexible and entrepreneurial.

Compensation and Benefits

- Annual salary pay range \$97,346 to \$118,436
- Comprehensive benefits package with mental health services and preventative care
- Tuition reimbursement, and computer purchase loans.
- Gold-standard Ontario Municipal Employees Retirement System (OMERS) pension fund with 100% employer matching contributions.
- Free year-round access to GRCA and Conservation Ontario conservation areas (parks).

Approximate Start Date: April 2024

To Apply: Please send a resume, cover letter and resume to careers@grandriver.ca in MS Word or PDF format and quote "Supervisor of Planning and Regulations" in the subject line.

Deadline for Applications: 4:00pm March 27, 2024

We thank you for your interest, however only candidates under consideration will be contacted.

GRCA is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56 the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, chapter C.27 and is used for recruitment purposes. Questions about the collection of personal information should be directed to the Manager of Human Resources, Grand River Conservation Authority, PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6. 519-621-2761.